

## **SUMMARY OF BENEFITS**

**FLEXIBLE BENEFITS/CAFETERIA PLAN** - The City provides an \$885 monthly allotment for insurance programs and/or deferred compensation. The employee may select from many medical, dental and optical plans depending on individual needs and insurance level required. Insurance coverage is effective thirty (30) days from the first of the month following your date of hire. The remainder of unexpended moneys not allocated for insurance programs can be placed in the City's Deferred Compensation Plan or taken as cash on the employee's paycheck.

Employees who have other medical insurance coverage and do not desire to participate in the City offered program must provide proof of other insurance and sign a Waiver Release Form. The form is available in the Personnel Department.

Federal law and (COBRA) requires employers to make available the continuation of medical insurance to terminated employees at cost for up to eighteen (18) months.

**DEFERRED COMPENSATION PLAN** – ICMA RC 457 deferred compensation and 401(a) money purchase plan - The primary purpose of deferred compensation is to allow you defer a portion of compensation for retirement purposes. This makes it possible to set aside more of your current income for retirement under a planned program, defer payment of current income taxes until you receive the money as a retirement benefit, and thereby provide the opportunity to reduce the amount of income taxes you will pay. The funds are eligible to be withdrawn at retirement, termination of employment or through requesting an emergency hardship. Information booklets from ICMA on deferred compensation are available from the Personnel Department.

**LIFE INSURANCE** - The City provides term coverage equal to an employee's annual salary, up to \$150,000. Additional term life available at employee cost. The cost to provide the life insurance above \$50,000 is a taxable fringe benefit.

**LONG TERM DISABILITY** - The City provides 100% of premiums for long-term disability insurance. Benefits are for non-work related injury or illness and are payable after 30 days or when accumulated sick leave is exhausted, whichever is longer.

**RETIREMENT** - The City is part of the Public Employees Retirement System (PERS). Vesting time for the system is five (5) years.

For miscellaneous employees (Classic Members), 2% @ 55 plan, single highest year, the member contribution is 7%. Effective July 1, 2011 the Member pays the 7% member contribution, such contribution being pre-tax. For new CalPERS miscellaneous members as of January 1, 2013, 2% @ 62, highest consecutive 3 years (pursuant to recent State pension reform legislation); with the employee paying the member contribution (6.25%).

For local safety members (Classic Members), 3% @ 55 plan, single highest year, the member contribution rate is 9%. Effective July 1, 2011 the Member pays the 9% member contribution, such contribution being pre-tax. For new CalPERS safety members as of January 1, 2013, 2.7% @ 57, highest consecutive 3 years (pursuant to recent State pension reform legislation); with the employee paying the member contribution (11.5%).

Social Security/Medicare -

Full time miscellaneous employees contribute 6.2% of their taxable earnings to FICA (Social Security) and 1.45% of their taxable earnings to Medicare.

Full time safety employees contribute 1.45% of their taxable earnings to Medicare.

Part time employees participate in a mandatory deferred compensation retirement program, with the City matching the employee contribution of 3.75%.

**RETIREE MEDICAL INSURANCE** – The City pays the statutory minimum set by CalPERS toward retiree medical insurance (\$115/mo for the 2013 calendar year).

**WORKERS COMPENSATION INSURANCE** - Under provisions of the Workers Compensation Insurance Law of California, any employee who is injured on the job is entitled to disability compensation and medical care.

**EDUCATIONAL REIMBURSEMENT** - You are encouraged to increase your knowledge regarding your job or vocational field. The tuition reimbursement program is designed for miscellaneous employees to encourage your self-development. The purpose of this program is to increase your skills in your present position and to help you discover new concepts and methods in your occupational field that will help you meet the changing demands of your vocation. The City provides for the reimbursement of education and training classes. Employees may receive a maximum of Five Hundred Dollars (\$500.00) per semester (\$1,000 annually) for approved programs. Course approval and reimbursement forms must be filled out and approved prior to the start of the course. Contact the Personnel Office for further information. Suspended for fiscal year 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014.

**EDUCATIONAL INCENTIVE – Safety Employees** - Safety members who have completed their one-year probationary period with the City may receive an Educational Incentive pursuant to the guidelines outlined in the current MOU or Fire Management Agreement. Monthly remuneration (flat rate) is as follows:

	Intermediate Fire Certificate	Advanced Fire Certificate
Firefighter	\$120	\$187
Fire Engineer	\$132	\$200
Fire Captain	\$165	\$248
Chief Officers	\$193	\$275

**CERTIFICATE PAY** – Certificate pay is provided in accordance with the following:

All positions represented by the San Bernardino Public Employees' Association who possess one of the following certificates shall be paid \$50.00 for each full month of service in said position and those employees who possess two or more shall be paid \$75.00 for each full month of service in said position; for those assigned to Water Distribution, Water Treatment and Waste Water Collections increase the dollar amount of payment to be \$100 per month for one (1) certificate and \$125 per month for two (2) or more certificates:

- 1) State of California Department of Health Services Water Treatment or Water Distribution Certification
- 2) California Water Environment Association Certification
- 3) Backflow Prevention Certification
- 4) Pesticide Certification
- 5) Crane Certification
- 6) DL170 Trainer Certification
- 7) Class B Driver License

Bilingual pay – the City will pay \$50 per month for no more than one employee per department. Employee must pass a proficiency test as specified by the City.

**CERTIFICATION PAY – Safety Employees** - Safety members may receive Special Certification Pay pursuant to the guidelines outlined in the current MOU or Fire Management Agreement if he/she possesses the requisite certificates. Certification pay is non-cumulative.

Firefighter II	1.5%
Company Fire Officer	2%
Chief Officer	2.5%
Executive Fire Officer	3.0%

**PARAMEDIC INCENTIVE – Safety Employees** - Safety members may receive a Paramedic Incentive pursuant to the guidelines outlined in the current MOU or Fire Management Agreement of \$150 per month for Firefighters, Engineers, Captains and Chief Officers who possess a current and valid paramedic certification.

**UNIFORM ALLOWANCE** - Employees who are eligible for the City's uniform allowance will receive a payment for the cost of cleaning and maintaining required uniforms. The following table provides dollar amounts to those departments where uniforms are provided:

Eligible Public Works Maintenance Personnel - Pursuant to current Memorandum of Understanding \$500 annually.

Eligible Non-maintenance Personnel - Pursuant to current Memorandum of Understanding, \$500 annually.

Eligible Public Safety Personnel - Pursuant to current Memorandum of Understanding, \$800 annually.

**PAYROLL DEDUCTION AND DIRECT DEPOSIT** - The City offers payroll deduction and direct deposit on an individual basis. Please provide a cancelled check.

**EMPLOYEE ASSISTANCE PROGRAM** – provided through UMUM's Work-Life Balance Program. Some of the medical insurance coverage available to City employees under the flexible benefits/cafeteria plan offer counseling and other assistance. Contact your insurance company for more specific information.

**DEPENDENT CARE ASSISTANCE/UNREIMBURSED MEDICAL EXPENSE PROGRAM** - The purpose of the Plan is to enable participants to set aside a portion of their income pre-tax for reimbursement of dependent care expenses or unreimbursed medical expenses. The Plan also provides for payment of any out-of-pocket insurance premiums on a pre-tax basis. Contact the Personnel Department for further information.

**HOLIDAYS** - The City provides all full-time regular employees with twelve (12) paid holidays per year. Effective July 2001 the following are authorized city holidays:

New Year's Day	Veterans' Day
Martin Luther King, Jr. (Monday observed)	Thanksgiving Day
Presidents' Day (Monday observed)	Christmas Eve (1/2 day for Fire)
Memorial Day (Monday observed)	Christmas Day
4th of July	New Year's Eve (1/2 day for Fire)
Labor Day	One Floating Holiday (Two for Fire)

The hour value of a holiday shall be equivalent to the scheduled work day (i.e. if on a 10 hour day schedule, holiday would be compensated at 10 hours; if on an 8 hour day schedule, holiday would be compensated at 8 hours). Fire employees working the 56-hour shift schedule will be credited with 12 hours for each full day holiday and 6 hours for each ½ day holiday.

With the exception of Christmas Eve and New Year's Eve, if a scheduled holiday falls on a Sunday, the following Monday shall be observed as the holiday; if a scheduled holiday falls on a Friday or Saturday it shall be converted to a floating holiday; if a scheduled holiday falls on any other scheduled off work day, it shall be converted to a floating holiday. These floating holidays shall be subject to the same restrictions as other floating holidays granted to employees, except that they must be taken after the holiday for which they substitute. Christmas Eve and New Year's Eve are paid days off only when they fall on a Monday, Tuesday, Wednesday, or Thursday and do not convert to floaters if they fall on Friday, Saturday or Sunday.

Holiday Pay for Loma Linda Professional Firefighter Local 935 members is paid pursuant to the current MOU.

**PAID/SICK LEAVE** - The City provides a combination of flexible sick leave and personal/vacation leave. All full-time regular employees are eligible after three months of service, but all time off should be pre-arranged with your Department Head.

The paid leave program is designed to be used for non-work injuries and illness requiring two (2) or less days off. When an employee's absence for non-work related injuries and illness exceeds two (2) days, time off is taken from the employee's sick-leave bank. Upon medical verification after the third consecutive day of absence, all three days may be paid from the employee's sick leave bank.

With the exception of Management and Confidential employees, when the credited hours reach the, "Maximum Hours Permitted In Employee's Account", accrual stops until the credited amount is below the maximum. Management and Confidential employees may continue to accrue hours in excess of the "Maximum Hours Permitted in Employee's Account" for three (3) month periods at the end of which they will be paid at their base hourly rates for any hours in excess of the Maximum.

Pay for unused sick leave annually – any accumulation above the maximum, maximum of 48 hours for 40-hour employees, 72 hours for 56-hour employees.

Pay for unused leave upon termination – 100% of paid leave balance; 1/3 of sick leave balance.

The following page illustrates the accrual for paid and sick leave:

## **PAID LEAVE PROGRAM**

### Regular 40-hr week employees with:

	<u>Monthly Accrual</u>	<u>Annual Accrual (days)</u> (10hr)	<u>Maximum Accumulation</u>
1 mo thru 5 yrs employment	10.67 hrs/mo	128 hours (12.8 days)	208 hours
5 yrs 1 mo thru 10 yrs	14.00 hrs/mo	168 hours (16.8 days)	288 hours
11 yr 10 yrs 1 mo thru 11 yrs	14.66 hrs/mo	176 hours (17.6 days)	304 hours
12 yr 11 yrs 1 mo thru 12 yrs	15.33 hrs/mo	184 hours (18.4 days)	320 hours
13 yr 12 yrs 1 mo thru 13 yrs	16.00 hrs/mo	192 hours (19.2 days)	336 hours
14 yr 13 yrs 1 mo thru 14 yrs	16.66 hrs/mo	200 hours (20 days)	352 hours
15 yr 14 yrs 1 mo or more	17.33 hrs/mo	208 hours (20.8 days)	368 hours

### 56-hr week employees with:

	<u>Monthly Accrual</u>	<u>Annual Accrual (days)</u> (24 hr)	<u>Maximum Accumulation</u>
1 mo thru 5 yrs employment	16 hrs/mo	192 hours (8 days)	312 hours
5 yrs 1 mo thru 10 yrs	21 hrs/mo	252 hours (10.5 days)	432 hours
11 yr 10 yrs 1 mo thru 11 yrs	22 hrs/mo	264 hours (11 days)	456 hours
12 yr 11 yrs 1 mo thru 12 yrs	23 hrs/mo	276 hours (11.5 days)	480 hours
13 yr 12 yrs 1 mo thru 13 yrs	24 hrs/mo	288 hours (12 days)	504 hours
14 yr 13 yrs 1 mo thru 14 yrs	25 hrs/mo	300 hours (12.5 days)	528 hours
15 yr 14 yrs 1 mo or more	26 hrs/mo	312 hours (13 days)	552 hours

## **SICK LEAVE PROGRAM**

### Regular 40-hr week employees:

<u>Monthly Accrual</u>	<u>Annual Accrual (days)</u> (10 hr)	<u>Maximum Accumulation</u>
4 hrs/mo	48 hours (4.8 days)	344 hours

### 40-hr Fire Management Employees: (effective 7/1/13)

<u>Monthly Accrual</u>	<u>Annual Accrual (days)</u> (10 hr)	<u>Maximum Accumulation</u>
7 hrs/mo	84 hours (8.4 days)	344 hours

### 56-hr week employees (effective 7/1/13):

<u>Monthly Accrual</u>	<u>Annual Accrual (days)</u> (24 hr)	<u>Maximum Accumulation</u>
10 hrs/mo	120 hours (5 days)	516 hours

**OTHER LEAVE** - Employees are allowed time-off from work for the following:

1. To vote - in conformance with State and Federal regulations.
2. To serve as an election official - in conformance with State regulations.
3. To serve as a juror or witness – unlimited, as provided in the Personnel Rules and Regulations.
4. Military service – in conformance with State and Federal regulations and as provided in the Personnel Rules and Regulations.
5. Maternity & non-work related illnesses - in conformance with State and Federal regulations.
6. Blood donation – 4 hours, as provided in the Personnel Rules and Regulations.
7. Bereavement leave – 3 days per death, as provided in the Personnel Rules and Regulations.
8. Family Care Leave - in conformance with State and Federal regulations.

The Personnel Rules and Regulations provide a more detailed definition of the above leaves.

**ADMINISTRATIVE LEAVE** - Designated management/confidential positions may be eligible to accrue Administrative leave in lieu of comp time as compensation for hours worked in excess of the standard forty hour work week.

Prior to June 1 each year, employees eligible for Administrative Leave shall notify the Finance Department, in writing, of their desired method of conversion for any accrued hours which will be unused by June 30. Conversion may be made by one or more of the following methods:

1. Receive cash payout
2. Transfer to deferred compensation account

The following table indicates those positions and rates of accrual:

At the rate of 120 hours per year:      City Manager

At the rate of 80 hours per year:

City Clerk	Finance Director
Community Development Director	Fire Chief
Economic Development Director	Public Works Director/City Engineer
Information Systems Director	Assistant City Manager

At the rate of 70 hours per year:

Accountant	Field Services Superintendent
Accounting Manager	Information Systems Analyst IV
Associate Engineer	Senior Accountant/Financial Analyst
Division Chief	Senior Planner
Fleet Coordinator	Utility Services Superintendent

**COMP TIME** - Comp time is a program which serves the purpose of compensating eligible positions for hours worked which exceed the standard forty hour work week in lieu of overtime payment. Eligible employees may elect either comp time or overtime payment. There is a 40 hour maximum accumulation on comp time and once an employee has reached that maximum, any overtime will be paid off in the pay period earned. The following table indicates those positions and the rate compensated.

On an hour-for-hour basis:

Assistant Planner  
Associate Planner  
Executive Assistant

At time and one half:

Accounting Specialist  
Accounting Technician II  
Administrative Specialist II  
Code Compliance/Animal Control Officer  
Engineering Technician  
Executive Aide  
Field Maintenance Technician II  
Fire Prevention Inspector  
Information Systems Analyst I  
Information Systems Analyst III  
Parking Control Officer/Special Events  
Senior Mechanic  
Treatment Plant Operator I  
Treatment Plant Operator III  
Utility Maintenance Technician II

Accounting Technician I  
Administrative Specialist I  
Administrative Specialist III  
Customer Service /Meter Technician  
Engineering Aide  
Field Maintenance Technician I  
Field Maintenance Technician III  
Human Resources Analyst  
Information Systems Analyst II  
Mechanic  
Planning Technician  
Supervising Accounting Technician  
Treatment Plant Operator II  
Utility Maintenance Technician I  
Utility Maintenance Technician III

**VEHICLES** – City vehicle provided for the following positions:

City Manager  
Public Works Director/City Engineer  
Fire Chief  
Fire Marshal  
Utility Services Superintendent  
Field Services Superintendent

*The provisions of this summary do not constitute a contract, expressed or implied, and any provisions contained may be modified or revoked, without notice.*